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Office Memorandum • UNITED STATES GOVERNMENT

25X1A9A TO :

[REDACTED] *MPG 28 Feb 67*

DATE: 27 February 1962

FROM : C/PPS

SUBJECT: OTR History

FROM IS:

On 14 February, the Faculty completed a three-day tutorial program for three intelligence officers from Medical Information and Intelligence Agency. In the final review session they indicated an interest in effecting closer liaison with the Agency, particularly for the purpose of obtaining access to certain DD/P information reports. They were put in touch with [REDACTED] This session also resulted in an invitation for them to attend the next Intelligence Products Exhibit.

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The 10-hour Writing Workshop for the secretaries of senior officials in the Office of Security ended on 20 February. The girls were capable and interested, and two of them were far above the average of the usual basic course. [REDACTED] expressed his thanks for the course and commented that OTR has always been most cooperative in its service to the Office of Security.

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The critiques for the GS-11 to GS-13 level Management #71 Course indicate that the students were quite pleased with it. As an experiment, we varied the usual procedure to select out a few "In-Box" items to use as a course opener in place of the "management self-test" which we usually use to break the ice. Although this procedure served our primary purpose excellently, on the whole we feel that the "In-Box" should be reserved as a course climax.

Current registration for the Management #72 Course (GS-14 and up) to be given [REDACTED] stands at seventeen persons--seven from DD/P and five each from DD/S and DD/I. We are particularly pleased at the DD/P registration, not only because of the number of students, but also because we are finally beginning to reach branch chief levels for the first time with any consistency.

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JOE NO. [REDACTED] BOX NO. [REDACTED] FILE NO. [REDACTED] DOC. NO. 39
IN CLASS/ [REDACTED] / CLASS CHANGED TO [REDACTED] [REDACTED] JUST 22
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REV CLASS C REV COORD. AUTH: HR 70-3

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FROM LAS:

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Mrs. [] SR Division, has begun tutorial training in Estonian under Mrs. [] To our knowledge, this is the first time that any Government agency has arranged instruction in this tongue, which is closely related to Finnish. No materials in English are available, and the instructor must prepare these herself. There is in the entire agency only one person able to handle Estonian (in FDD).

The fall/winter semester of the Voluntary Language Training Program ended on 16 February, except for 4 classes which began late and will continue until 23 February or 2 March. Twenty-five of the original twenty-nine classes finished the full semester, but in two of these only 2 students remained at the end. Present indications are that the drop-out rate this last semester is close to 50%, the highest on record in the 5 years of the VLTP.

The briefing received by the Area Roundtable on the new organization and mission of the Agency for International Development was newsworthy in several respects. This was a radical reorganization, which realigned the operating Bureaus (now four) along geographic lines, concerned, respectively, with Africa & Europe, Near East & South Asia, Far East, and Latin America. The training program, already one of the two best in Washington for personnel assigned overseas, is being extended from three to six weeks in duration. An area specialist will hopefully be assigned in due time to each of the 86 overseas missions as an advisor on the intercultural problems affecting the assignments of all mission personnel. By late 1962, it is hoped to launch a nine-months special training program for all top executives, including coverage of the contribution which the behavioral sciences can make to the solution of operating problems. AID has at present about 15,000 employees and contract personnel overseas and expects to expand, particularly in Africa and Latin America.

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[] reports that China Familiarization Course No. 8, scheduled for 19-23 March, is already over-registered. This marks the fourth time in the 14 months of the program that people have had to be placed on the waiting list. At no time has the program faced cancellation due to lack of registrants.

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On 19 and 20 February, the Deputy for Training had several telephone conversations with []

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